

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CROSSING GUARD PROGRAM COORDINATOR

DEFINITION

Under general supervision, to plan, organize and coordinate the activities and operations of the Crossing Guard Program and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Crossing Guard Program Coordinator is a journey-level para-professional job class. Incumbents do not provide direct supervision of full-time staff. Incumbents may oversee and supervise part-time employees and volunteers.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management and administrative staff. May exercise general oversight of technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Administers and coordinates all aspects of the City's Crossing Guard Program.
- Participates in interviewing and selecting crossing guard applicants; administers physical abilities testing; provides training to crossing guards.
- Prepares and maintains staff schedules; contacts and organizes substitute personnel; monitors and ensures appropriate levels of staff coverage.
- Processes timesheets and prepares payroll for assigned employees.
- Oversees the work activities of crossing guard personnel; conducts field inspections and monitors staff for compliance with departmental policies and procedures.
- Monitors and evaluates the performance of part-time employees and identifies staff performance deficiencies for performance appraisal and personnel actions.
- Respond to requests for information; explain rules and regulations of program; resolve and respond to complaints.
- Responds to and assists in resolving concerns from staff regarding traffic issues, roadway conditions, and/or incorrigible children.
- Prepares and submits road repair work orders to the City Streets department as needed.
- Monitors and maintains program supplies and equipment; performs monthly inventory.
- Organizes crossing guard coverage for special events and parades conducted by the City.

- May serve as Crossing Guard and perform related duties as required
- Performs other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Municipal Crossing Guard Programs, policies, records, documentation and regulations.
- Applicable laws, codes, and regulations pertaining to assigned section.
- Modern office practices, procedures and equipment including computers and related software relative to crossing guard programs.
- Basic grammar, punctuation and arithmetic.
- Basic record keeping and report writing skills.
- Supervisory principles, practices and methods.

Ability to:

- Oversee and coordinate the City's Crossing Guard Program.
- Establish and maintain effective working relationships with staff, City departments, school personnel, and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and related software.
- Establish, develop and maintain procedure manuals for subordinate work assignments.
- Investigate and resolve complaints regarding personnel and procedures.
- Institute employee performance corrective measures.
- Monitor and ensure staff compliance with regulations governing crossing guard activities.
- Maintain inventories of equipment and supplies.
- Prepare reports and summaries of activities and related office work; assist in preparing budget estimates and requests.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Degree (60 semester units or 90 quarter units) from an accredited college or university with major course work in Business or Public Administration or a closely related field.

Experience: Four years of increasingly responsible experience performing specialized technical duties and/or managing similar programs. Additional qualifying experience may substitute for up to one year of the required education.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Crossing Guard Program Coordinator

TO: Administrative Analyst